

FOR ADMISSION IN APRIL AND OCTOBER 2025

# Application Guidelines

**IRIS Japanese Language School**

Daiko Annex Building, 2-34-2 Chuo, Komaki, Aichi,

485-0029, JAPAN

TEL : +81-568-71-7888

FAX : +81-568-71-7889

## I Course

Course	Duration	Admission time	Recruitment time
General Japanese Language Course	2 Years	April	October
General Japanese Language Course	1.5 Years	October	April

## II Requirement for Admission

Applicants who meet all the following criteria may apply for the course.

- ① Those who have completed high school education or those who have academic ability equal to high - school graduates.
- ② Those who have completed 12 years or more of formal school education or those who have equivalent academic qualifications.
- ③ Those whose Japanese level is equal to or higher than JLPT N5 or those who have been recognized by the school as having equivalent ability or those who have more than 150 hours of learning Japanese.
- ④ Those who are able to pay the tuition and living expensed from admission to graduation.
- ⑤ Those who are honest and sincere, diligent, and have the desire to learn Japanese.
- ⑥ Those who are healthy.
- ⑦ Unmarried and without children to care for.

## III Application Documents

### ◆ Instructions

- ① Application documents must be filled in by the applicant and financial sponsor and there must be no omissions.
- ② Application documents should be submitted according to our instruction if there is a shortage or an error
- ③ If any false entry was found, the application cannot be accepted. And if false entry was found after the acceptance of application, the school might rescind the decision of acceptance.
- ④ All documents written in languages other than Japanese or English must be submitted with Japanese or English translation.
- ⑤ Application documents might differ depending on nationalities.
- ⑥ Additional documents might be required if necessary.
- ⑦ Unmarried and without children to care for.

### ◆ Documents concerning Applicant

	Documents	Points of Attention
①	Application for Admission	【Prescribed Form】 To be filled in by applicant.
②	Personal Records	【Prescribed Form】 To be filled in by applicant.
③	Original Diploma of Final Education	【Original】 Please refer to Note 2.

	(or Certificate of Expected Graduation)	
④	Academic Transcript of Final Education	【Original】 Please refer to Note 2.
⑤	Student Registration Certificate and Academic Transcript (If the applicant is in school.)	【Original】 Record of all academic year is required. Please refer to Note 2.
⑥	Document to certify Japanese ability (Document to certify study of Japanese)	Please submit one of the following documents. (1) Japanese-Language Proficiency Test Certificate of Result and Scores (2) NAT-TEST Score Report and Certificate of Proficiency (3) J-TEST Certificate of Japanese Ability and Score Report (4) Original Certificate issued by Japanese Language Institution Applicants are strongly recommended to submit (1) or (2). Please refer to Note 1.
⑧	Copy of Passport	Only passport holders. Please copy the pages that shows face photo, date of birth, expiration date, travel history.
⑨	8 Photos (4cm×3cm)	Photos taken by digital camera and mobile phone cannot be accepted.
⑩	Certificate of Employment	Only those who are working in home countries.
⑪	Letter of Guarantee	【Prescribed Form】 To be filled in by guarantor.
⑫	Written Pledge	【Prescribed Form】 To be filled in by applicant.
⑬	Written Pledge about Dormitory	【Prescribed Form】 To be filled in by applicant.
Note 1	We strongly recommend submitting certificates and score reports of JLPT and NAT-TEST. In principle applicants are requested to submit a copy of certificate of JLPT N5 or NAT-TEST Level 5.	
Note 2	The original shall be returned to the applicant after the examination by Immigration Bureau. If the applicant is still in university or on a temporary leave from university, please submit the registration certificate of university and the diploma of high school.	

◆ Documents concerning Sponsor

Required documents differ depending on who pay.

<b>1. If applicant pays himself / herself</b>		
①	Bank Certificate of Applicant's Account	【Original】
②	Certificate of Employment	【Original】
③	Income and Tax certificate (for the past 3 years)	【Original】
④	Documents to show the process of asset formation	e.g. A copy of bankbook
⑤	Explanation of Funds Formation Process	【Prescribed Form】 To be filled in by applicant.

<b>2. If applicant's parent(s) or relative living outside Japan pays</b>		
①	Document of Financial Sponsorship	【Prescribed Form】 To be filled in by sponsor.
②	Bank Certificate of Sponsor's Account	【Original】
③	<ul style="list-style-type: none"> <li>• Certificate of Employment (for a company employee)</li> <li>• A copy of Corporation Registry etc. (for a company officer)</li> <li>• A copy of Business License Certificate etc. (for a self-employed worker)</li> </ul>	Documents to show the length of work
④	Certificate of Income and Amount of Tax Paid (for the past 3 years)	【Original】
⑤	Documents to certify the relationship between the applicant and sponsor	Certificate of Relations, Birth Certificate etc.
⑥	Copy of Sponsor's ID Card	A copy of passport is acceptable.
⑦	Documents to show the process of asset formation	e.g. A copy of bankbook
⑧	Explanation of Funds Formation Process	【Prescribed Form】 To be filled in by sponsor.

<b>3. If applicant's parent(s) or relative living in Japan pays</b>		
①	Document of Financial Sponsorship	【Prescribed Form】 To be filled in by sponsor
②	Bank Certificate of Sponsor's Account	【Original】
③	<ul style="list-style-type: none"> <li>• Certificate of Employment (for a company employee)</li> <li>• A copy of Corporation Registry etc. (for a company officer)</li> <li>• A copy of Business License Certificate etc. (for a self-employed worker)</li> </ul>	Documents to show the length of work
④	Certificate of Income and Amount of Tax Paid (for the past 3 years)	【Original】
⑤	Documents to certify the relationship between the applicant and sponsor	Certificate of Relations, Birth Certificate etc.
⑥	Residence Certificate or Certificate of Registered Matters	For all household members
⑦	Copy of Passport & Residence Card	Only non-Japanese
⑧	Seal Registration Certificate	The registered seal must be stamped on the document.
⑨	Documents to show the process of asset formation	e.g. A copy of bankbook
⑩	Explanation of Funds Formation Process	【Prescribed Form】 To be filled in by sponsor.

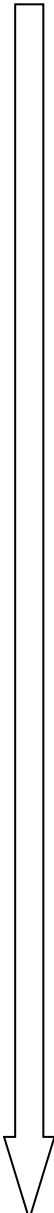
## **IV From Application to Arriving in Japan**

### **◆ Schedule**

	Admission in Apr 2025	Admission in Oct 2025
(1) Deadline of Application	30 September 2024	30 April 2025
(2) Submitting Application Documents to Immigration Bureau	Around the end of November 2024	Around 14 June 2025
(3) Issuance of 'Certificate of Eligibility'	Around 21 February 2025	Around 22 August 2025
(4) Payment Due of Tuition and Dormitory Fees	Around 5 March 2025	Around 5 September 2025

(5) Applying for Visa	Around 10 March 2025	Around 10 September 2025
(6) Issuance of Visa	Around 26 March 2025	Around 25 September 2025
(7) Arriving in Japan	April 2025	October 2025

◆ Flow : From Application to Enrollment

	<p><b>STEP1 : Send application form for IRIS, pay examination fee, Submit application documents</b></p>	<p>Please submit the application form and pay the examination fee.</p> <p>Then, please send all necessary documents for the application by the deadline for submitting documents to the Iris Japanese Language School. Also, please transfer the examination fee to the designated account by the deadline.</p>
	<p><b>STEP2 : Screening Application Documents (by school)</b></p>	<p>After receiving your documents, we examine them and decide acceptance or rejection. We issue 'Admission Permit' for successful applicants and send forward the documents to the Immigration Bureau.</p>
	<p><b>STEP3 : Examining Documents (by Immigration Bureau)</b></p> <p><u>Issue of 'Certificate of Eligibility'</u></p>	<p>After examining the documents, the Immigration Bureau issue a 'Certificate of Eligibility.'</p>
	<p><b>STEP4 : Payment of Tuition Fee</b></p> <p><u>Sending Documents to Applicants'</u></p>	<p>We inform the applicants of the results. The successful applicants (or agents) are expected to pay the entrance fees and tuition fees (including other charges) to our bank account. On receipt of payment we send 'Certificate of Eligibility', 'Admission Permit', and a schedule for new students to the successful applicants.'</p>
	<p><b>STEP5 : Application for VISA</b></p> <p><u>Issue of Visa</u></p> <p><u>Application for Students Dormitory</u></p> <p><u>Arrangement of Air Ticket</u></p>	<p>If you need to be picked up at the airport, or need school accommodation, please fill in the form and send by fax as soon as possible. When you have acquired a visa from Japanese Embassy in your country and booked a flight to Japan, please inform us of your arrival date in Japan. You are strongly advised to arrive in Japan on our designated day.</p>
	<p><b>STEP6 : Coming to Japan</b></p>	<p>A member of our staff meets you at the airport if you wish.</p>
	<p><b>STEP7 : Enrollment in Iris Japanese Language School</b></p>	<p><b>Orientation, Course starts!</b></p>

## V Tuition and Fees

Items	April Enrollment			October Enrollment	
	At the time of enrollment	First semester of 2 <sup>nd</sup> year	Second Semester of 2 <sup>nd</sup> year	At the time of enrollment	First semester of 2 <sup>nd</sup> year
Months Covered	April to March	April to September	October to March	October to September	October to March
	For 12 months	For 6 months	For 6 months	For 12 months	For 6 months
Payment period	By 15/March before entry	Up to 15/March of the 1 <sup>st</sup> year	Up to 15/September of 2 <sup>nd</sup> year	By 15/March before entry	Up to 15/March of the 1 <sup>st</sup> year
Examination Fee	20,000			20,000	
Entrance Fee	52,000			52,000	
Tuition Fee	612,000	306,000	306,000	612,000	306,000
Facility Fee	18,000	9,000	9,000	18,000	9,000
Material Fee, JLPT Fee	59,000	37,000	22,000	59,000	29,500
Insurance Fees etc.	10,000	5,000	5,000	10,000	5,000
<b>合計</b>	<b>771,000</b>	<b>357,000</b>	<b>342,000</b>	<b>771,000</b>	<b>349,500</b>

◆ Notes

- ※ 'Others' includes fees for textbooks, extracurricular activities and insurance.
- ※ The examination fee, ¥20,000 shall be paid at the time of filing application.
- ※ The examination fee shall not be returned for whatever reasons, whether you pass or fail.
- ※ In addition to the fees above, we might charge you for some school events.
- ※ These fees are effective for admissions in April and October 2025. The fees might be changed from April 2025 on.
- ※ You are required to pay for the National Health Insurance (approx. ¥15,000).

## VI How to Pay

The examination fee and tuition fee shall be paid into the following account.

The Bank of NAGOYA Ltd

Komaki-Ekimae Branch

Address : 2-40 Chuo, Komaki, Aichi, 485-0029, JAPAN  
 Tel : (+81) 568 - 71 - 5333  
 Type of Account : Savings Account  
 Account Number : 290-3216555  
 Account Name : NISSEI INC.  
 Swift Code : NAGOJPJN

## **VII Refund of tuition and other fees**

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\*The application fee is a screening fee to determine whether or not the school will grant admission. (It is not an immigration application fee.) Therefore, it is non-refundable regardless of the result of acceptance or rejection of the applicant's major at the school.

\*The remittance fee is the responsibility of the applicant.

\*Once tuition fees have been paid, they are non-refundable except in the following cases.

### ① Before enrollment

In the event that the applicant does not apply for a visa, the tuition fee except for the enrollment fee will be refunded.

If you fail to obtain a visa after completing the proper procedures, we will refund all fees except for the enrollment fee.

If a student withdraws from the program for personal reasons after obtaining a visa, the full amount of the tuition fee will be refunded except for the entrance fee.

### ② After enrollment

In the event that a student withdraws from the course without a valid reason, the tuition fee will not be refunded as a general rule.

## **VIII Dormitory Fee**

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Those who wish to live in the school dormitory are required to pay the following fees.

Deposit ※	Room Fee (For 6 months. Water, electricity and gas charges are included.)	Total
¥35,000	¥186,000	¥221,000

※The security deposit is basically non-refundable.

(To prepare for the cost of fire insurance for 2 years, cleaning costs, consumable supplies, etc.)

※As a rule, students are required to live in the student dormitory for 6 months.

※In the event that utility charges exceed the amount of the room, the actual cost will be charged, so we ask that you use the room with care.

## **IX Enquiry and Application**

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<Admission Office, IRIS Japanese Language School>

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